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Arizona Department of Education
System Training and Response (STaR) Team
http://www.ade.az.gov/schoolfinance/star

STaR Team Bulletin No. 13 – Integrity error: Absence amount exceeds FTE amount
Thursday, March 8, 2007

A student may not be counted as absent on any given school day for a period of time that exceeds his or her full time equivalency (FTE).

The rule shown above is enforced during SAIS Student Integrity processing by totaling absence amounts for all absence records that exist in SAIS for a student on a particular day and checking against the FTE record for the student's membership. If the total absence amount for a day is greater than the FTE, the student's records will fail in SAIS Integrity processing for average daily membership (ADM) with the following error message: –44104 *Absence amount exceeds FTE amount*. The error message will also include the date of the absence, the student's FTE and the absence amount.

A student's FTE as well as the date and amount of each absence record that resides in SAIS is listed in the SDADMS71–1 report which may be helpful when trying to determine the cause of this integrity error.

The two most common scenarios that cause this integrity error are described below.

Scenario 1
- Student's FTE is 1.00 (a full time student)
- Student has a record of a full day (1.00) excused absence and a record

of a full day (1.00) unexcused absence on the same day, obviously totaling to more than his/her FTE which is 1.00.

Recommendation

Corrections must be submitted to SAIS so that total absences for the day do not exceed 1.00. It is most likely that either the full day excused absence or the full day unexcused absence must be deleted from SAIS. However, other possibilities should be considered (i.e., the student had an excused absence for half the day [.50] and an unexcused absence for the other half of the day [.50]).

Scenario 2
- Student's FTE is .50 (a half time student)
- Student has a record of a full day (1.00) absence which obviously exceeds his/her FTE.

Recommendation

Assuming the FTE is correct, transactions must be submitted to SAIS so that records for total absences for the day do not exceed .50. Or, if the FTE record is in error, it must be changed accordingly.

Note

Several LEAs are currently experiencing integrity errors for half time (.50 FTE) Kindergarten students who have been reported as having one or more absences in the amount of 1.00. Half day Kindergarten students who do not meet attendance requirements to be counted as present for the day must be reported as absent with the amount being equal to their FTE (.50).

For additional information regarding procedures applicable to reporting absences for Kindergarten students, please see page 20 of the School Finance Instructions for Required Reports

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at http://www.ade.az.gov/schoolfinance/star/ and click on "Request for SAIS Training and Assistance."